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UM Career Planning, Placement Services designs workshop series for students

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UM CAREER PLANNING, PLACEMENT SERVICES
DESIGNS WORKSHOP SERIES FOR STUDENTS

MISSOULA--

The Career Planning and Placement Services (CPPS) at the University of Montana in Missoula has designed a series of two one-hour group workshops encompassing various aspects of career exploration and job placement for UM students, Dr. Don Hjelmseth (pronounced Helmseth), CPPS director, has announced.

The workshops for students are being conducted by Hjelmseth and Dan Hamel, a CPPS graduate assistant who is studying for his Master of Arts degree in counseling and guidance at UM.

"We hope to benefit the entire graduating class at UM, which includes about 1,200 students who will receive degrees during the current academic year," Hjelmseth said.

"Designed primarily for students graduating within the next several quarters, the workshops are presented at the convenience of the students," Hjelmseth said. "Although the workshop format is fairly flexible, we recommend that students from a single department or discipline request the workshops so the program will be most beneficial."

Hjelmseth said the workshops "will be an ongoing part of CPPS operations."

Students in various academic disciplines arrange to take the workshops through deans, faculty members and advisers in their respective departments.

There are three primary workshop objectives:

--To apprise students of career planning and placement opportunities and facilities available at UM.

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UM CAREER PLANNING, PLACEMENT SERVICES--2.

--To provide students with a realistic, informed orientation toward career planning and placement, and an awareness of important procedures and ground rules.

--To equip students with superior interview skills, thereby improving their viability in increasingly competitive job markets.

Listings of the basic contents of each of the workshops follow.

Workshop I--Development of a UM Confidential File for each student; resume development; letter of application and other important correspondence formats; discussion of the CPPS Career Planning Library and other sources of appropriate career planning literature.

Workshop II--Protocol for recruiting interviews; questions often asked in an interview; interviewing procedures at UM; occupational outlook projections; simulation of an interview with a business, industry or educational personnel director.

Faculty members at the University who wish to schedule interviews for groups of students may phone 243-2022.

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